

**MORALE, WELFARE & RECREATION (MWR) – SINGAPORE
JOB VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO: OPEN 03-007B
AMENDMENT DATE: 12 AUGUST 2003

OPENING DATE: 12 AUGUST 2003
CLOSING DATE: OPEN CONTINUOUS

**WAIT STAFF - LOCAL NATIONAL
CATEGORY: PART TIME / FLEXIBLE
SALARY: S\$6.00 – S\$10.00 per hour (NEGOTIABLE)**

I. AREA OF CONSIDERATION AND WHO MAY APPLY:

Singaporean citizens residing in Singapore.

All qualified applicants will receive employment consideration without regard to race, sex, color, religion, national origin, marital status, or any non-merit factors.

II. BRIEF DUTIES: Incumbent discusses menu with the supervisor and familiarizes self with menu. Secured clean linen and silverware, depending on the menu and food to be served. Sets assigned tables, spreading clean linens and placing glasses, condiment holders, flowers, candles or lamps and silverware on table. Prepares side tables with silverware, bowls, or ice and other extras that may be required during the meal. Receives guests and take orders. Writes guests orders, answers questions regarding food and beverages or makes suggestions about dishes and beverages. Works according to rigid time schedule, secures food from kitchen and places dishes by course in front of each person. Continues to provide service as needed and requested by guests. Following completion of meals, gives checks to guests, who may pay cashier or the waiter or elect to sign dining room guest check when authorized. Removes soiled dishes, glasses and silverware or requests food service worker to do so, as necessary. May perform cleaning duties as time permits, such as sweeping, mopping, and so forth in assigned area or cleaning entryways. May perform janitorial, dishwashing or other functions in an emergency. Performs other related duties as required. Must be available to work at nights/after midnight, weekends and holidays.

III. QUALIFICATIONS: Working experience in Food & Beverage industry preferred but not necessary. Knowledge of proper food handling and sanitation techniques. Ability to follow oral instructions. Work requires prolonged standing, walking and moderate lifting. Exposed to the possibility of minor cuts, bruises, and slippery floors when in the kitchen area. Must be able to speak and write English. Must be able to communicate effectively with customers and fellow workers.

IV. HOW TO APPLY: Please refer to <https://www.nrccsg.navy.mil> (click on Employment Opportunities) for Singapore Local National Application Form. Resume and email applications will NOT be considered. Mail application to NRCC Singapore, Building 7-4, PSA Sembawang Terminal, Deptford Road, Singapore 759868, Attn: Personnel Liaison Officer. Applications can also be submitted at Terror Club Security Office, PSA Sembawang Terminal, Deptford Road, Singapore 759868.

***** Open Continuous Announcements are not posted in relation to specific job vacancies. All Local National Application Forms submitted will be considered when positions become available and when a need exists for filling the vacancy.**

AN EQUAL OPPORTUNITY EMPLOYER